

July 17, 2019

BID BOARD POSTING
OHC-393-2019-0016
REQUEST FOR QUOTE

This is a small business set-aside request for quote. The Centers for Medicare and Medicaid Services (CMS) intends to procure, "Routing Furniture Installation Services" utilizing the Simplified Acquisition Procedure (Dollar Threshold of \$250,000) in accordance with the attached Statement of Work. The NAICS code is 337214. All questions should be submitted electronically by 11:00am EST, on July 19, 2019 to renee.wallaceabney@cms.hhs.gov. Questions will not be answered by telephone.

Bids are due by July 22, 2019 @ 11:00am. EST

Acquisition Questions should be referred to:
Renee Wallace-Abney (410) 786-5128 renee.wallaceabney@cms.hhs.gov

**“ROUTINE FURNITURE INSTALLATION SERVICES
STATEMENT OF WORK
05/13/2019**

GENERAL

Provide office furniture installation/assembly/modifications services as listed in the schedule section. Contractor shall be familiar with and have a capable working knowledge of the following types of office furniture, acoustical panels, steel shelving and filing systems: **DAR/RAN, Unicor, Steelcase, Kimball, Crown, Herman Miller, and Hoover**. In addition the contractor shall be familiar with the installation.

LOCATION

This work will be performed at the Centers for Medicare and Medicaid Services (CMS) complex, 7500 Security Blvd. Woodlawn Dr, Baltimore, MD 21244.

SCHEDULE

The contractor will have the option to access the effort to determine the number of hours and manpower requirements based on the performance schedule requirements. In addition, the work schedule will be agreed between the parties.

HOURS/TERMS OF SERVICE PERFORMANCE (PER VISIT)

- Normal hours 6 a.m.- 5 p.m.
- Installers are to wear uniforms with company logos & name tags visible
- Contractor is responsible for the safety and condition of employees—illegal drugs and/or alcohol is not permitted on premises
- Provide all tools and equipment (in good operating condition) to perform required work (flat beds, dollies, laser-leveling devise for panels, panel carts, etc.)
- Unpack/unbox new product and dispose of trash in onsite dumpster located on the North Building dock, as needed.
- Transport furniture between work site and warehouse, as needed
- Relocate/shift product to assembly/installation areas within the building
- Remove all resulting trash/debris from the installation site
- Deinstall/install/assembly/modify furniture as per CMS detailed floor plan

SECURITY REQUIREMENTS

Installers shall bring photo identification.

CMS RESPONSIBILITY

Provide an onsite CMS employee to monitor work.
Perform a final inspection/acceptance for each job.